



ARIZONA FIRE & MEDICAL AUTHORITY

GOVERNING BOARD REGULAR MEETING

MINUTES

Tuesday, February 25, 2020

MINUTES

1. **CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Board Chairman Wilson called the meeting to order on Tuesday, February 25, 2020, at 11:00 a.m., at the Maricopa County Board of Supervisor's Auditorium, 205 W. Jefferson Street, Phoenix, Arizona.

Members Present: Board Chairman David Wilson, Board Clerk Bob Ince, and Board Members Richard Bookie, John Crawford and Dawn Miller

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Division Chief – Operations Rob Helie, Assistant Fire Marshal Kim Campbell, Division Chief – Support Services Brad Puckett, Finance Manager Diane Goke and Authority Clerk Dusty Christopherson

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Guests Present: North County Fire & Medical District Board Members Tony Sambol and South County Fire & Medical District Board Members Forrest Kohler and Karen Gueltzow; Sun City West resident James Young

Media Present: None

2. **PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

3. **CALL TO THE PUBLIC**

There was no response to the Call to the Public.

4. **FINANCIAL SUMMARIES AND AUDIT REPORTS**

A. Arizona Fire & Medical Authority Financial Reports for January 2020 – Diane Goke, Finance Manager.

Diane Goke, Finance Manager presented the Arizona Fire & Medical Authority Financial

Reports for January 2020 and answered any questions from Board Members. Ms. Goke noted that the County assessed values have been received and the South County Fire & Medical District saw an increase of 6%, and the North County Fire & Medical District saw an increase of 5%.

In response to an inquiry, Rob Biscoe, Fire Chief noted that there is currently three open Emergency Medical Services positions, creating some salary savings, and explained that the line item relating to coverage compensation is a difficult number to assess on a monthly basis given the salary savings and other complicated coverage needs. This number is best reviewed cumulatively at the end of each fiscal year.

B. Review Fiscal Year 2020/21 Budget Development Schedule.

Ms. Goke presented the Fiscal Year 2020/21 Budget Development Schedule and answered any questions from Board Members. Chief Biscoe noted that the Town Hall Meetings being held at the end of March are going to focus on overall big picture District finances. The Joint Governing Board Budget Workshop Meeting held on April 21, 2020 will provide the Governing Board Members an opportunity to review the entire Fiscal Year 2020/21 budget. The Budget & Finance Committee Meeting in April will be held just before the Joint Governing Board Workshop.

5. **CONSENT AGENDA**

- A. Approve Monthly Financial Reports for January 2020.
- B. Approve Board Meeting Minutes – January 28, 2020.
- C. Approve Joint Governing Boards Workshop Meeting Minutes – January 28, 2020.

Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve all items on the Consent agenda, including the January 2020 Monthly Financial Reports and account reconciliations per Arizona Revised Statutes including, but not limited to, the following: Register of Checks, Warrants & Deposits; Statement of Financial Activities; Statement of Net Assets; and Cash Flow Projection Report. Board Clerk Ince seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Ince, Miller, Wilson
NAYS: None
ABSENT: None

6. **CURRENT EVENTS SUMMARIES AND REPORTS**

- A. Emergency Services Division (including Training/Health & Wellness); Planning/Support Services Division; and the Community Risk Management Division – Current Event Summaries for January 2020 – Deputy Chief Rob Helie and Deputy Chief Eric Kriwer

Rob Helie, Deputy Chief – Emergency Services Division, presented the Emergency Services Division and Planning/Support Services Division Summary for January 2020 and answered any questions from Board Members. Chief Helie updated the Governing Board on all training efforts across the Authority noting that training staff are diligently working with both west valley east valley training partners. This cooperation and coordination on both sides of the valley is uniquely important to the Authority given the locations of the areas served.

In response to an inquiry relating to baseline response times between North County and South County, Chief Helie reminds the Board that Station 341 in Tonopah has a significant response area.

Board Member Ince noted that Station 341 is located at the southern most point of the Tonopah area with a coverage area 4 or 5 times the size of the urban areas.

Chief Biscoe stated that through the accreditation process heat maps will be used which will assist the Authority in station location planning and can significantly add to the conversation around response times and coverage areas.

Board Member Bookie commended the crews for their impressive one-minute turnout times.

Discussion ensued relating to response times for a recent cardiac event on a golf course in Sun Lakes. Chief Helie stated that there are many factors which affect overall response times including directions provided to dispatchers, call answer times from the County Sheriff's Office and Phoenix dispatch, turn out times by crews, and travel time to the emergency location. It should be noted however that Staff is in conversations with community golf courses to address the unique challenges when responding to events on golf courses, such as location identification, and signage informing patrons how to direct emergency operators.

Kim Campbell, Assistant Fire Marshal presented the Community Risk Management Division Event Summary for January 2020 and answered any questions from Board Members. Ms. Campbell noted that the Home Safety Survey Program is ongoing and showing signs of great interest in the community, and that this time of year is particularly active for public education events. Ms. Campbell stated that the Community Risk Management Division is preparing for the Ready Set Go! Campaign for this year's upcoming wildfire season.

In response to an inquiry, Ms. Campbell explained the Home Safety Survey Program and how the Division interacts with residents.

B. Business Services Division (Including Administration and Human Resources) –Current Event Summary for January 2020 – Assistant Chief Mary Dalton

Mary Dalton, Assistant Chief presented the Business Services Division Event Summary for January 2020 and answered any questions from Board Members. Assistant Chief Dalton informed the Governing Board that her, Intergovernmental Affairs Director Lee

Miller, and South County Fire & Medical District Chairman Forrest Kohler met with Senator Mesnard regarding his tax omnibus bill which included a lowering of the commercial tax rate and persuaded him to include in his bill a fire district rate cap increase over the next two years to go from 3.25 to 3.50. Senator Mesnard's bill has passed the Senate and is now on to the House for consideration.

Assistant Chief Dalton noted that the presumptive cancer bill going through the legislature this session is sparking some push back from the worker's compensation carriers. Copperpoint has issued non-renewal letters to all fire district's and 7710 has warned of rate increases of more than 200%, if this presumptive cancer bill passes. Assistant Chief Dalton stated that through the Arizona Fire District Association, many fire districts are looking at options for creating a shared pool and asking the State for the initial investment to assist fire districts.

In response to an inquiry, Assistant Chief Dalton stated that currently there is no mandatory training for Public Safety Personnel Retirement System Local Board Members but there is a bill circulating this legislative session that, if passed, would require it.

C. Arizona Fire & Medical Authority (AFMA) Chapter of the United Sun Cities Firefighters Association – International Association of Firefighters (IAFF) Local 3573 Updates

Matthew Burry, Engineer presented the Local 3573 updates noting the recent events supported by the Association and the amount of funds raised. Mr. Burry stated that AFMA Charities participated in the Sun Lakes Designer Purse Fundraiser and raised over \$5,000. Mr. Burry noted that March is a busy month for the AFMA Charities, the Sun City West BBQ & Chili Cook-off and the Art at the Lakes events are being held on March 7. In addition, there is a Cactus Car Show Event being held in Sun Lakes on March 28. Mr. Burry stated that the Association is currently working to re-wrap the Charities trailer to represent the proper AFMA branding and working with Toyota to possibly get an apparatus to use for fundraising purposes.

D. Correspondence Review – Correspondence received or sent by the Arizona Fire & Medical Authority which would be of interest to the Governing Board will be reviewed by the Board Clerk.

Board Clerk Ince reviewed correspondence received for January 2020.

7. **REGULAR BUSINESS**

A. Discussion and Possible Action relating to adoption of proclamation declaring March 2020 as American Red Cross Month.

Board Chairman Wilson moved that the Arizona Fire & Medical Authority Governing Board adopt a proclamation declaring March 2020 as American Red Cross Month throughout the Authority. Board Clerk Ince seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Ince, Miller, Wilson
NAYS: None
ABSENT: None

B. Discussion and Possible Action relating to approval of Policy Manual, Policy No. 3.01 – Policy Advisory Committee.

Assistant Chief Dalton explained that Staff is requesting to combine two previously identified advisory committees into one Policy Advisory Committee and assigning the oversight of this Committee to Human Resources Manager Shauna Fisher.

In response to an inquiry, Assistant Chief Dalton noted that the accreditation process requires review of each policy at least once every 5 years, however Staff reviews policies much more frequently.

Board Chairman Wilson moved that the Arizona Fire & Medical Authority Governing Board approve Policy Manual, Policy No. 3.02 – Policy Advisory Committee. Board Clerk Ince seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Ince, Miller, Wilson
NAYS: None
ABSENT: None

C. Discussion and Possible Action relating to Grand Fund Expenditure – Thermal Imaging Cameras.

Brad Puckett, Division Chief – Support Services stated that in September 2019, the Authority was awarded a Gaming Grant for Public Safety from the Tohono O’Odham Nation in the amount of \$20,187 for the purchase of two thermal imaging cameras (TIC).

Since the time of the grant submittal the cost of the TIC has gone down, and the full award of \$20,187 would allow the Authority to purchase three TIC’s. However, approval to increase the number of cameras purchased must come from the tribe prior to purchase.

Board Member Crawford moved that the Arizona Fire & Medical Authority Governing Board approve, pending the approval of the Tohono O’Odham Nation, the purchase of 2 or 3 Thermal Imaging Cameras, in a total project amount not to exceed \$20,187. Board Clerk Ince seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Ince, Miller, Wilson
NAYS: None
ABSENT: None

- D. Discussion and Possible Action relating to approving the submission of and declaring the Governing Boards support for various grant submissions to the Federal Emergency Management Agency (FEMA) relating to fireground survival training and cancer awareness and prevention.

Rob Biscoe, Fire Chief stated that Policy Manual, Policy No. 8.34 – Grants, requires the Authority Governing Board to approve the submission of all grant requests in excess of \$25,000. Staff is requesting approval to submit two grant applications to the Federal Emergency Management Agency (FEMA) for two upcoming grant opportunities which both have submission deadlines in March. The first grant opportunity is a regional grant where we would sign-on with other regional partners to request funds for a fireground survival training. The second grant opportunity is a cancer prevention/awareness grant where the Authority would request funds to install new exhaust removal systems in the Authority's apparatus bays along with potentially other equipment to decrease Authority personnel's exposure to cancer causing carcinogens.

Board Chairman Wilson moved that the Arizona Fire & Medical Authority Governing Board approve the submission of and declaring the Governing Boards support for two grant submissions to FEMA relating to fireground survival training and cancer awareness and prevention. Board Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Ince, Miller, Wilson
NAYS: None
ABSENT: None

- E. Discussion and Possible Action relating to approval of Capital Expenditures – personal protective equipment (swift water rescue, wildland and safety vests).

Chief Helie stated that the adopted Fiscal Year (FY) 2019/20 Capital Improvement Plan identified the need to purchase several items of personnel protective equipment, including swift water rescue equipment, wildland equipment and safety vests. Most personal protective equipment has a useful life of approximately 5 to 7 years. Updating the requested personal protective equipment will allow for standardization and common branding across the Authority.

In response to an inquiry, Chief Helie stated that all equipment requested falls outside of the uniform allowance and that the wildland pants requested are issued on an individual basis to ensure a good fit for each member of the personnel.

Board Member Miller moved that the Arizona Fire & Medical Authority Governing Board authorize the Fire Chief to approve final Capital Expenditures, in a total project amount not to exceed \$52,000, for various personal protective equipment. Board Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Ince, Miller, Wilson
NAYS: None
ABSENT: None

F. Discussion and Possible Action relating to extension of Lease Agreement for the office/warehouse space at 13576 Camino Del Sol, Suites 23 & 24, Mercado Del Sol Shopping Center, Sun City West.

Chief Biscoe stated that since April 2017, the Authority has leased approximately 2,500 sq. ft. of office/warehouse space in the Mercado Del Sol Shopping Center Complex located at 13576 Camino Del Sol, Suites 23 & 24 (across the street from the Administration building), for a monthly lease payment of roughly \$2,300. The Lease Agreement is set to expire in September 2020. Current Authority owned office/warehouse space is not sufficient to adequately support Authority operations. Therefore, staff is requesting to exercise the contractual option to renew the existing Lease Agreement for up to 3 additional years.

Year one of the extension maintains current pricing per square foot, which is approximately \$1.00 less per sq. ft. than current market rates. To exercise this option, the Authority is required to notify the Landlord 6 months prior to the initial lease term expiration date. In addition, staff has identified the need to further analyze future administrative, training, maintenance and warehousing needs and address those needs through the Capital Improvement Plan, with the goal of reducing or eliminating facility rental expenses in the future.

Board Clerk Ince moved that the Arizona Fire & Medical Authority Governing Board authorize the Fire Chief, after final legal review, to approve the extension of the Lease Agreement for the office/warehouse space at 13576 Camino Del Sol, Suites 23 & 24, Mercado Del Sol Shopping Center, Sun City West. Board Member Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Ince, Miller, Wilson
NAYS: None
ABSENT: None

G. Discussion and Possible Action relating to Fire Station 232 Renovation Architectural and Engineering Contract.

Chief Biscoe stated that at the April 2019 AFMA Governing Board meeting, the Board approved the use of Perlman Architects of Arizona (Perlman) to provide architectural and engineering services for the Fire Station 232 renovation project. Since then, Perlman has identified the scope of work, conceptual designs and preliminary cost estimates. Staff originally estimated \$50,000 for the initial architectural and design consultant services. Based on initial design proposals from Perlman, staff is requesting up to an additional \$60,000 to complete the necessary design, engineering, and construction planning

consultant services. For a total consultant project cost not to exceed \$110,000 including contingency funds. Following approval of the architect and engineering consultant contract, the next phases of the renovation project will commence. Fire Station 232 Tours were held on February 19, 2020, for Board Members to ask questions of staff and to better understand and visualize the needed renovations. The AFMA Budget and Finance Committee reviewed this item at their meeting on February 18, 2020, and recommended approval.

Chairman Wilson expressed concerns regarding Board input on this process and would like to see more Board engagement on this project as it progresses.

Board Member Bookie expressed concerns that the amount of funding set aside in the Capital Improvement Fund for this project was going to be sufficient and noted that it seemed like this project was at least a year and a half away from coming to completion.

Board Member Crawford moved that the Arizona Fire & Medical Authority Governing Board authorize the Fire Chief, after final legal review, to approve a Fire Station 232 Architectural & Engineering Consultant Services contract for a total amount not to exceed \$110,000. Board Member Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Ince, Miller, Wilson
NAYS: None
ABSENT: None

8. SUGGESTED ITEMS FOR FUTURE ARIZONA FIRE & MEDICAL AUTHORITY BOARD MEETING AGENDAS

There were no items suggested.

Board Clerk Ince announced that he is moving out of the District and therefore must resign his seat on the South County Fire & Medical District as of March 1, 2020. Board Clerk Ince thanked his colleagues for their dedication to the District and the Authority and wished them luck in future endeavors.

9. ADJOURNMENT

The meeting adjourned at 12:50 p.m.

Dawn Miller
Dawn Miller (Mar 30, 2020)

Dawn Miller, Board Clerk





February 25 2020 Draft Minutes

Final Audit Report

2020-03-30

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